

**Enrolled Memorandum of the Meeting  
Study Session/Meeting Convened Electronically  
Twenty-Ninth Town Council of Highland  
Monday, April 20, 2020**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met *electronically* in a study session on **Monday, April 20, 2020** at 6:31 O'clock P.M., in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

**Special note:** This meeting was convened allowing members of the Town Council to participate electronically without being physically present, be counted in the quorum and able to simultaneously listen and respond to matters taken up in the meeting, all pursuant to Governor Holcomb's Executive Orders 20-04 and 20-09 allowing meetings to be convened pursuant to IC 5-14-1.5-3.6 for the duration of the Corona Virus COVID 19 emergency. Social distancing and sheltering in place was also ordered by the Governor as part of slowing the spread of the virus.

The meeting was streamed live on the Town of Highland, Indiana Facebook Page and participation was supported by the Zoom platform.

**Silent Roll Call:** Councilors Bernie Zemen (participating electronically), Mark Herak (participating electronically but on the premises), Mark J. Schocke (participating electronically) Thomas Black (participating electronically) and Roger Sheeman (participating electronically) were present as indicated. The Clerk-Treasurer, Michael W. Griffin was present (participating electronically but on the premises) to memorialize the proceedings. A quorum was attained.

**Officials Present:** (all participating electronically), John P. Reed, Town Attorney; John M. Bach, Public Works Director; Mark Knesek, Operations Director; Pete Hojnicky, Police Chief; and William R. Timmer, Jr., CFOD, Fire Chief were present.

**Additional Officials Present:** Larry Kondrat, Board of Waterworks Directors; Richard Underkofler, Tree Board; Robin Radford, Redevelopment Commission; and Ed Dabrowski, IT Consultant (Contract); was present.

**Guests:** Robin Carlascio of the Idea Factory was also present.

**General Substance of Matters Discussed.**

1. **Discuss joint purchasing recommendation from Public works for three trucks.** The purchase will be jointly shared and supported by the Town Council as works board, the board of sanitary commissioners and the board of waterworks directors. Seeking permission for action at the April 27 meeting.

The Town Council discussed with the Public Works Director the determination to seek purchasing in the open market after trying to solicit quotes all pursuant to the Highland Purchasing Code.

The Public Works Director noted that four vehicles would be used as part of a trade-in. Since the purchase would be supported by the Waterworks District and the Sanitary District, the purchase would be presented as a joint purchase.

The Public Works Director further reported that he was seeking lease purchase quotes for financing as well as considering the purchase outright.

There was no objection and the matter would be placed on the agenda for the plenary meeting of April 27, 2020.



**TOWN OF HIGHLAND**

Highland Municipal Building • 3333 Ridge Road  
Highland, Indiana 46322  
219-838-1080 • Fax 219-972-5097



April 17, 2020

To: Sanitary Board of Commissioners  
Waterworks Board of Directors  
Town Council  
From: John M Bach  
Re: Equipment Purchase

The Public Works Department has determined to replace three pickup trucks this year to replace four units that have more than exceeded their expected useful life. Owing to their condition, we are not expecting to get much more than scrap value in trade-in. The new trucks will be equipped with snow plows and assigned to the department supervisors. Their trucks will be placed into the public works fleet pool.

The Fleet Supervisor (FS) had procured quotes, pursuant to \$3,05,060 (F) for the purchase of two (2), ¾-Ton Pickup Trucks with Snow Plows and one (1), ½-Ton Pickup Truck with Snow Plow (Crew Cab). The FS had solicited quotes from Garber Chevrolet, Webb Ford, Smith Chevrolet, and Schepel Buick-GMC; however, he did not receive a response from any of the vendors, citing the inability to obtain order pricing or the quotes did not meet specifications.

Pursuant to IC 5-22-10-10, the FS contacted Webb Ford and Garber Chevrolet directly to inquire about in-stock inventory to determine if they had units readily available to meet our needs. Webb Ford had units; however, they did not meet our specifications. Garber Chevrolet did have trucks in stock and provided the following quote:

Amount	Equipment	Unit Cost	Total
2	Chevrolet 2500 Silverado (4x4) Reg Cab	\$ 32,361.25	\$ 64,722.50
1	Chevrolet 1500 Silverado (4x4) Crew Cab	\$ 32,618.25	\$ 32,618.25
3	Boss Snow Plow	\$ 6,229.00	\$ 18,687.00
	<b>Total Purchase Price</b>		<b>\$ 116,027.75</b>
	Trade-In Equipment		
	2004 Chevrolet Colorado		\$ 800.00
	2006 Chevrolet Silverado		\$ 500.00
	2002 Ford F-150		\$ 300.00
	1980 GMC Sierra		\$ 1,000.00
	Trade-In		\$ 2,600.00
	<b>Amount to Be Financed</b>		<b>\$ 113,427.75</b>

One unit will be assigned to the water utility, one to the street department, and one to the sewer utility, with each funding their respective shares of the annual payment.

The purchase will be funded through lease-purchase financing over four (4) years. We've solicited quotes from Huntington Bank, US Bankcorp, First Financial Equipment Finance, and public-finance.com, Inc. The estimated annual cost is \$30,000 divided between the water, sewer, and street department.

Please accept my recommendation to accept the quote from Garber Chevrolet and authorize the purchase of the three units listed above as the lowest responsive and responsible quotes. Attached is a copy of the joint resolution prepared for your consideration. Please consider the matter at your next opportunity.

- Discussion of Community Events Commission and Memorial Day Ceremony.** The Town Council discussed the desirability of having a beer garden as part of the Independence Day Festival at Main Square.

The Town Council President reported his conversation with the Community Events Commission leadership seeking to be sure that the Town Council supported its determination to move the Memorial Day ceremony from its traditional outdoor gathering on Memorial Day at Main Square to something as an online celebration of veterans, instead. There was no evinced disagreement with this approach.

- Discussion of the Community Crossings Grant agreement with INDOT.** Seeking permission for action at the April 27 meeting.

The Town Council, the Clerk-Treasurer and the Public Works Director discussed the successful application and award of a One million dollar community crossings grant. The agreement was briefly reviewed.

The discussion included the ways and means of supporting the local match, which is also one million dollars. The discussion noted that there was a need to draw from the existing reserve balance in the Corporation General Fund. It was noted that even considering a scenario where all the eleven departments of the general fund spent the entire appropriations approved in the current budget, there would likely be a reserve balance in excess of the five month requirement fixed in the Highland Municipal Code.

The Clerk-Treasurer in consultation with the Public Works Director suggested a funding source as follows:

<b>SOURCES of the MATCH with the Community Crossing Grant</b>		
<b>Unrestricted Cash Balance in CCMG FUND</b>		<b>\$ 70,000.00</b>
	<i>Possible resources</i>	<i>Recommended</i>
LRS	\$ 275,000.00	\$ 30,000.00
ECON LIT	\$ 250,000.00	\$ 250,000.00
MVH	\$ 209,083.00	\$ 209,000.00
CCI	\$ 100,000.00	\$ 91,000.00
GENERAL	\$ -	\$ 350,000.00
<b>Total</b>	<b>\$ 904,083.00</b>	<b>\$ 1,000,000.00</b>

The Town Council noted the use of a portion of the reserve and discussed funding sources for next year and years following for such grants. The Clerk-Treasurer noted that the Town Council would need to identify a recurrent source of revenue in order to sustain such grants in these amounts over time.

The Town Council discussed the municipal wheel tax and surtax that is described in IC 6-3.5-9 and IC 6-3.5-10. The discussion led to a suggestion that at a future study session the Clerk-Treasurer could offer an updated Powerpoint supported presentation regarding these financing resources.

4. **Possible new Town Executive Order outlining new protocols regarding use of facial masks by workers.** The Town Council, Clerk-Treasurer and the several department heads discussed the merits of instituting new guidance regarding the municipal workforce’s use of cloth masks, recently made available and ordered by the Town.

The discussion included the need to have some reasonable plan for any changes in the current social distancing or the public building closure strictures that ensued from the Indiana Governor’s emergency orders addressing the public health emergency owing to the COVID 19 Virus.

The discussion rendered a suggestion and the department leaders consult and try to memorialize some written guidance on the use of masks and other related suggestions and then circulate these for review by the Town Council. There was no objection for this approach.

5. **Use of Innkeeper Tax fund for festival flags:** (uses included to inform discussion)

The Town Clerk-Treasurer reviewed the provisions of Section 3.45.090 in the Highland Municipal Code, which defines the Innkeeper Tax Fund and its uses. This discussion informed the rationale for a proposed additional appropriations notification to support the purchase of Independence Day Festival US and Indiana State Flags suspended from the light posts along Kennedy Avenue. The Town Clerk-Treasurer stated that the Town Council will still be asked to pass a proper legislative instrument making a finding and formally authorizing the use of the Innkeeper Tax for the purposes supporting the proposed additional appropriations in the Innkeeper Tax Fund.

6. *Proposed additional appropriations in addition to those already approved as suggested in the meeting of April 13, 2020.* The Town Council reviewed the slightly modified proposed notices for which the proper officer would be seeking authority to publish as a legal notice for public hearings on proposed additional appropriations:

REDEVELOPMENT GENERAL FUND

Increase the following:	
094-0000-39003 Mains Street Professional Services	<u>\$ 293.00</u>
<i>Total 300 Series:</i>	<u>\$ 293.00</u>
<b>TOTAL for the FUND:</b>	<b><u>\$ 293.00</u></b>

CORPORATION GENERAL FUND

**Works Board Department**

Increase the following:	
001-0011-39999 Local Share Transfer CCMGF	<u>\$ 350,000.00</u>
<i>Total 300 Series:</i>	<u>\$ 350,000.00</u>
<b>TOTAL for the FUND:</b>	<b><u>\$ 350,000.00</u></b>

GAMING REVENUE SHARING FUND

<b>Increase:</b>	
Acct. No. 091-0000-31002 Engineering	<u>\$ 84,500.00</u>
<i>Total Series:</i>	<u>\$ 84,500.00</u>
<b>Total Increase:</b>	<b>\$ 84,500.00</b>
<b>Decrease:</b>	
Acct. No. 091-0000-23005 Road Salt:	<u>\$ 4,020.33</u>
<i>Total Series:</i>	<u>\$ 4,020.33</u>
Acct. No. 091-0000-44307 45 <sup>th</sup> & 5 <sup>th</sup> Street ROW:	<u>\$ 1,095.21</u>
<i>Total Series:</i>	<u>\$ 1,095.21</u>
<b>Total Decreases:</b>	<b>\$ 5,115.54</b>
<b>Total Net Fund Increase:</b>	<b>\$ 79,384.46</b>

ECONOMIC DEVELOPMENT LOCAL INCOME TAX FUND:

<b>Increase:</b>	
Account No. 250-0000-35010 Downtown Development:	<u>\$ 5,000.00</u>

Total Series: \$ 5,000.00

**Total for the Fund: \$5,000.00**

PUBLIC SAFETY LOCAL INCOME TAX FUND:

**Increase:**

Account No. 249-0000-290000 PPE and COVID Supplies: \$ 4,000.00

Total Series: \$ 4,000.00

**Total for the Fund: \$ 4,000.00**

INNKEEPER TAX FUND:

**Increase:**

Account No. 024-0000-22908 Semaphores: \$ 2,000.00

Total Series: \$ 2,000.00

**Total for the Fund: \$ 2,000.00**

7. *Discussion rescheduling Robyn L. Pappenheim, P.E. (IN, IL) of DVG Team Inc., the traffic engineer will be present to discuss with the Town Council regarding the issue of the Park and Recreation successful grant application for the installation of Hawk Pedestrian Traffic Control at the Bike Path intersection at Kennedy Avenue. (NIRPC actually funded this in its forthcoming Transportation Improvement Plan. There is a difference of opinion on the merit of this installation.) John Bach has suggested that the engineer present to the Town Council. John Sent an electronic mail regarding this. POSTPONED from STUDY SESSION MARCH 16.*

The Town Council discussed and instructed the Public Works Director to arrange

8. *Discuss the prospect of establishing a five-year capital plan for the Town. It would likely involve convening all boards with capital authority to discuss what is already in place and what may be planned. (Town Council, Park and Recreation Board, Redevelopment Commission, Board of Waterworks Directors and Board of Sanitary Commissioners)*

The Town Council noted that Councilor Sheeman had distributed a request for all departments to submit a report of capital plans with costs to be completed by May 1, 2020. It was noted that this deadline might be loosened if exigencies warrant.

The discussion included the prospect of preparing RFP's and perhaps engaging consulting capacity to assist in compiling the assembled plans and assisting in the process for scoring and determining the rankings for implementation.

9. *Ordinance to amend the municipal code establishing an honorific display policy for the Town. (Still being drafted) The Town Council President and the Town Attorney briefly discussed the progress on the draft of a banner policy ordinance. The Town Attorney reported that he expected to have a draft for the Town Council ready by the weekend. The Town Council President suggested that this might be taken up at the Town Council meeting of Monday, April 27, 2020.*

10. *Community Resources to Provide Special Support or Services for residents. The Town Council President noted that he received an electronic message from Robyn Radford of the Redevelopment Commission regarding seeking information on community*

resources for persons needing assistance owing to the COVID-19 public health emergency.

It was noted that in the recently published monthly newsletter, *The Gazebo Express*, and also available on the Town's website at [highland.in.gov](http://highland.in.gov), there was a list of contacts and resources available for persons in need owing to the COVID-19 health emergency.

11. ***Question regarding unpackaged large items presented with the resident present for collection by Republic, Town's Waste collection Vendor.*** Councilor Herak asked the Public Works Director whether it was policy that a resident possessing a large item, such as a door, not contained, but the resident was present during the time that a solid waste collecting truck from Republic arrived offering that the resident would throw it into the collection bin, would it be allowed for discard?

The Public Works Director noted that many Republic drivers are generally accommodating even during the directive that no Republic worker will be allowed to discard anything that is not contained in such a fashion that the truck's hoist could access and collect, mechanically. The drivers were prohibited under Republic's Corona virus response to manually collect any uncontained rubbish.

The Public Works Director indicated that he would follow-up with Republic and inquire about Councilor Herak's question.

12. ***Status of Independence Day Festival.*** The Town Council noted that some of the contracts with vendors associated with the Independence Day Festival require thirty days (30) notice to rescind, it would be desirable to discuss the matter at a forthcoming study session.

There being no further business necessary or desired to be discussed by the Town Council, the *electronically convened* regular study session of the Town Council of **Monday, April 20, 2020**, was adjourned by the Town Council President at 7:47 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer